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MEMORANDUM FOR: Chiefs of Staffs and Divisions

SUBJECT : Installation and Operation of a Reports Management Program Throughout the Office of the Comptroller

1. Purpose. Reports management is an administrative tool designed to eliminate and prevent unnecessary reports, and to improve reporting systems and the content of reports considered essential. We feel that this Office would benefit materially through the application of reports management principles. This memorandum therefore prescribes procedures and responsibilities for the installation and operation of an Office-wide Reports Management Program.
2. A Brief on Installing and Operating the Program. The installation phase of this Program will be accomplished in two steps: (1) an initial inventory and analysis of reports by operating personnel, and (2) a review of each reporting requirement by a Reports Review Panel. Continuation of the Program will provide for an analysis of proposed new reporting requirements prior to their establishment, and the periodic re-appraising of existing reporting practices.

3. Reports Review Panel.

- a. There is hereby established a Reports Review Panel whose duties and responsibilities are set forth in the enclosed Office of the Comptroller Reports Management Program Guide. Until notified to the contrary, the following persons shall serve as permanent panel members:

| Name | Title | Panel Capacity |
|-------|----------------------|-----------------------|
| _____ | _____ | Chairman |
| _____ | _____ | Member |
| _____ | _____ | Member |
| _____ | Area Records Officer | Recorder (Non-voting) |

- b. The panel's permanent membership will be augmented by voting representatives from each staff or division whose reports are being reviewed. Requests for representatives will be made by the Panel Chairman as the need for their services arises. Persons selected should have a broad knowledge of their organization's reporting requirements, and if possible, should be in a position to act on administrative matters for their staff or division.

- c. The panel's primary responsibility is to determine the disposition of reporting requirements through analysis and arbitration. It is

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emphasized that the review of a reporting requirement shall not be considered complete until agreement on every aspect is reached by all voting members. Reporting requirements on which full agreement cannot be reached shall be forwarded to the Deputy Comptroller for resolution.

4. Implementation. Upon receipt of this memorandum staff and division chiefs shall:

- a. Designate persons to conduct the initial inventory and analysis in accordance with the enclosed Guide.
- b. Ensure that all personnel concerned with reports encompassed by this Program familiarize themselves with the procedures and guides set forth in the enclosure. Additional copies of the Guide may be obtained from the Area Records Officer.
- c. To the extent possible, hold in abeyance any proposed revisions to reporting requirements, pending completion of the installation phase of this Program. Changes which are considered necessary shall be referred to the Chairman of the Reports Review Panel for approval.

5. Planned Schedule. _____ has been established as the final target date for completing the initial inventory, analysis and review of reports. To meet this deadline, it will be necessary for persons participating in this program to adhere as closely as possible to the following schedule:

| Organizational Element | Date Working-level Inventory and Analysis of Reports should be Completed | Date Reports Review Panel will Review Reports of the Organizational Element |
|---|--|---|
| Management Improvement Staff | _____ | _____ |
| Technical Accounting Staff | _____ | _____ |
| Program Analysis Staff | _____ | _____ |
| Budget Division | _____ | _____ |
| Fiscal Division | _____ | _____ |
| Finance Division | _____ | _____ |
| Comptroller's and Deputy Comptroller's Office | _____ | _____ |

6. A careful examination of Enclosure (2) will disclose that this Program does not provide for assigning a report symbol to each reporting requirement to indicate that it has been approved. Similar control measures are frequently used in Reports Management Programs; however, we do not feel that such "branding" will be necessary to ensure compliance with methods hereby established for the ~~FORWARD~~ approval of

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reporting requirements. A program can be successful only if it is tailored to fit the needs of the people it serves. We believe this Program meets that criteria. However, in the event that a "refitting" should be necessary, suggestions for improvement will always be welcome.

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APPENDIX C: Controller

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